

## **TCO AND TE DISCREPANCIES:**

<u><b>ERROR CODE</b></u>	<u><b>DISCREPENCY DEFINITION</b></u>
<u><b>A.</b></u>	Using wrong address/office symbol/ZIP Codes to WAPS Test Processing Section. Correct address is HQ AFPC/DPPPWT, 550 C Street West, Ste 09, Randolph AFB TX 78150-4711.
<u><b>B.</b></u>	Incorrectly using the “CONTROLLED TEST MATERIAL. DO NOT OPEN: FOR TEST CONTROL OFFICER ONLY” stamp by either 1) stamp can not be used on the outside envelope or 2) omitting the stamp to the inside envelope.
<u><b>C.</b></u>	Failure to reflect the TCO Account Number/Package Number/Number of Sheets/Address on the outside and/or inside mailing labels of envelopes.
<u><b>D.</b></u>	Failure to place heavy chipboard or corrugated fiberboard sheets on all sides and edges.
<u><b>E.</b></u>	Exceeding a test sheet count of more than 250 sheets on a package.
<u><b>F.</b></u>	Failure to place answer sheets in the same sequence as the examinee’s names on the test roster.
<u><b>G.</b></u>	Failure to include organizational address at top left corner of AFPT 237, Test Roster.
<u><b>H.</b></u>	Failure to identify correct TCO Account number applicable to the WAPS examinees or Senior NCO’s on the test rosters, test answer sheets, and the inside/outside mailing labels. Example: Using 7XXX for 99E8/99E9 tests instead of 9XXX or vice-versa.
<u><b>I.</b></u>	Failure to include required data on answer sheets/rosters. Example: TCO Number, SKT, PFE, Revision number, SSAN, Last Name, or data is incorrect/incomplete.
<u><b>J.</b></u>	Revising the AFPT 237, Test Roster. Test rosters must not be modified. This leads to confusion in AFPC verification checks and causes TCO’s to fail to include required data.
<u><b>K.</b></u>	Failure to close out test roster by examiner either 1) signing his/her name and grade following the name of the last examinee entered on the test roster or 2) entering “LAST ENTRY”.
<u><b>L.</b></u>	Failure to sign the test roster.
<u><b>M.</b></u>	Omitting the top right HQ AFPC Answer Sheet Processing block when using the computer generated test roster version.
<u><b>N.</b></u>	Failure to separate WAPS and Senior NCO examinee’s onto different test rosters. Example: Cannot include 99E5 examinee with a 00E8 examinee on TCO Account 9XXX. 99E5 examinees must be on a separate roster under account 7XXX.
<u><b>O.</b></u>	Failure to accurately account for the next mailing package control sequence number. Every package must be sequentially numbered from the previous package. Also, TCOS must start over on the numbering sequence of their TCO control log at the beginning of every new calendar year or when a new Test facility is established.
<u><b>P.</b></u>	Using wrong TCO account numbers.

<b><u>Q.</u></b>	<b>Incorrect number count of test sheets either on test roster or on mailing labels.</b>
<b><u>R.</u></b>	<b>Late mailing of test packages. The required time frame of within five calendar days of testing or five calendar days after receipt from STCO's.</b>
<b><u>S.</u></b>	<b>Administering wrong test booklets/AFPTS and/or a mismatch of test booklet/AFPT information on test answer sheets/rosters.</b>
<b><u>T.</u></b>	<b>Omitting the applicable PFE/USAFSE shredout on test roster or test answer sheet or both.</b>
<b><u>U.</u></b>	<b>Failure to redline names of examinees from test rosters for who test answer sheets are not being submitted.</b>
<b><u>V.</u></b>	<b>Incorrectly mailing AFPT Test Queries to the AFPC Test Management Section or the AFPC WAPS Test Processing Section. Promotion queries must be mailed directly to AFOMS and nonpromotion test queries must be mailed to the AFPC Test Management Section (DPPPWT).</b>
<b><u>W.</u></b>	<b>Failure to provide justification/documentation for late out-of-cycle WAPS testing.</b>
<b><u>X.</u></b>	<b>Missing test answer sheet or roster.</b>
<b><u>Y.</u></b>	<b>Missing destruction test booklet certification statement or signatures, or failure to apply the random SSAN selection methodology procedures in selecting the destruction certifying/witnessing officials.</b>